

STAFF MAINTAIN FOLLOWING RECORDS IN THEIR PERSONAL FILE

1. INSTITUTE ACADEMIC CALENDAR
2. SCHEME [G]
3. TIME TABLE
4. MASTER TIME TABLE
5. SYLLABUS COVERED AND SYLLABUS
6. STUDENT LIST
7. TEACHING LOAD
8. D1 [THEORY PLANNING]
9. D2 [PRACTICAL PLANNING]
10. D4 [ASSISMENT MARKS]
11. LAB UTILISATION TIME TABLE EACH LAB
12. PRACTICAL LIST EACH SUBJECT
13. QUESTION BANK
14. SAMPLE QUESTION PAPER
15. SESSIONAL PAPER
16. NOTICE RELATED ASSIGNMENT
17. REFERENCE BOOK RELATED TO SUBJECT FOR STUDENT
18. SESSIONAL TIME TABLE
19. D16

STAFFS MAINTAIN THOSE DATA WITH US

1. TWO COPIES OF ASSIGNMENT
2. ONE FILL UP MANUAL OF RESPECTIVE SUBJECT BY STAFF {USE PEN ONLY}
3. TWO STUDENTS MANNUAL CHECKED WITH DATED SIGNED
4. ANY ONE PAPER {MSBTE} SOLUTION WITH MARKING SCHEME